**REQUEST FOR PROMOTION OF ST. JOHN’S EVENT**

*Please submit completed form* ***4-5 weeks prior*** *to the event to Jill Gross at* [*Jjillgross@aol.com*](mailto:Jjillgross@aol.com)*,   
or place it in the Communications box in the Parish Hall.*

Name of event and group sponsoring:

Reason for promotion (attract attendees, generate support, create awareness of St. John’s):

Location (please be specific, e.g., St. John’s Parish Hall):

Date: Time:

Cost:

Event description:

Contact person and best way to reach (email, cell phone):

What about the event is of interest/value to the community at large?

What kinds of promotional outcomes are you requesting (subject to resource availability)?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Messenger article |  | Press release (newspaper, TV) |
|  | Email/blog notice (parish + public) |  | Flyer (single sheet) approx. qty. needed: \_\_\_\_\_\_\_\_ |
|  | Facebook post |  | Card (postcard size) approx. qty. needed: \_\_\_\_\_\_\_\_ |
|  | Website notice (short-term) |  | Other (describe): |

Communications for ongoing use:

|  |  |  |
| --- | --- | --- |
|  | Brochure | (Note: This type of request may be sent to the Communications Committee without an event form, but you may use a form, if that’s easier.) |
|  | Website change/addition |

*To download a copy of this form:*   
PDF: <https://stjohns-lancaster.org/wp-content/uploads/2018/02/Request-for-Promotion-Form-1.pdf>   
Word: <https://stjohns-lancaster.org/wp-content/uploads/2018/02/Request-for-Promotion-Form-1.docx>